



# Office Administration

## Career Technical Training Area

### Finance and Business Career Pathway

## Office Administration

**The Job Corps Office Administration career training program takes 8 to 12 months to complete and requires training in the following subject areas:**

- Computer hardware
- Computer software
- Using an operating system
- Common program functions
- Word processing functions
- Spreadsheet functions
- Networks and the Internet
- Electronic mail
- Using the Internet
- Impact of computing and the Internet on society
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access (optional)

### Certification:

Students who complete a Job Corps training program are eligible to receive a nationally recognized certificate of completion. Office Administration offers the following certifications:

- Internet and Computing Core Certification (IC<sup>3</sup>)
- Microsoft Certified Applications Specialist (MCAS) for Word, Excel, and PowerPoint
- Microsoft Access certification (optional)

### Steps to certification:

Before completing an Office Administration program, students should:

- Have the basic math and reading skills necessary to perform the job.
- Complete the core curriculum and pass all written and performance tests.

### Average length of training:

8 to 12 months

### The salary range for various careers in Office Administration is:

\$19,600 to \$30,000/year

## THE BENEFITS OF JOB CORPS

**Industry-recognized certification • Hands-on training and internships • Housing, meals, and basic medical care • Earn while you learn: Biweekly living allowance • Administered by the U.S. Dept. of Labor**

### What is Job Corps?

- **A residential career training program**
- **Your path to a career in a high-growth industry**
- **A place to earn your high school diploma or GED**
- **Career counseling and support after graduation**



*Career Technical Training programs vary at different Job Corps centers.*

Administered by the U.S. Department of Labor, Job Corps is the nation's largest career technical training and education program for students ages 16 through 24. Job Corps is a U.S. Department of Labor Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY telephone number is (877) 889-5627.

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